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DDA 87-1767
21 August 1987

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 21 August 1987

1. Office of Personnel and Directorate of Operations personnel are arranging through the Superintendent of Arlington National Cemetery, a family memorial service 1 September for William F. Buckley.

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7. The Office of Logistics has been advised by the General Services Administration that Mechanical Constructors, Inc., has submitted a \$3.3 million claim against the Government alleging delay of progress on the New Headquarters Building project. Due to the dollar amount and complexity of the claim, a lengthy settlement is expected.

8. The pilot running of Leading People in CIA for GS 07 - 10 first-line managers was conducted 12-14 August. Some of the special problems this group faces include supervising large numbers of people, training young employees in the realities of work requirements, and coping with conflicting orders from the many layers of managers above them.

9. During July, the Office of Logistics processed an all-time record number of requisitions: orders containing line items.

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25X1

William F. Donnelly

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25X1 ORIG: DDA/MS [] :sb/21 August 1987 (weeklib)

Distribution:

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- 0 - DCI
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